

## **DRAFT BASWG Meeting Minutes**

December 12, 2013

9:00 am – 11:30 am

Maine Air National Guard Base, Bangor, Maine

**Attendees:** Tracy Drew, Ruth Chavez, Bill Murphy, LaMarr Clannon, Phil Ruck, Mark Faulkner, Gretchen Heldmann, Patrick Decker, Kathy Hoppe, David Ladd, Wynne Guglielmo, Matthew McCarthy, Brad Moore, Peralie Burbank, Jeff Allen, Andrea Dickinson, John Cronin, Mike Gladu, Bob Osborne, Scott Wilkerson. Water Districts: Rodney Butler, Dan Cammack, Dennis Cross, Kathy Moriarty, Rick Pershken, Ryan Tweedie. Facilitator: Brenda Zollitsch.

**Welcome:** Bob O. called the meeting to order. Meeting attendees introduced themselves.

**Approval of Minutes:** November meetings minutes were approved with small changes.

### **Update on E&O Requests for Proposals (RFPs)**

Two proposals were received for the E&O RFP. The Executive/Education Committee is in the process of scoring the proposals based on the criteria laid out in the RFP and will have a conference call to compare and discuss the proposals in the next week. The committees would like to have the contract awarded prior to January 1, 2014.

### **Coastal Communities Grant Extension to May 2014**

The Coastal Communities project period is coming to an end at the end of December. The vast majority of the proposal was completed. The BASWG has received an extension until May 2014 to complete the final stormdrain stenciling event in Brewer and work with volunteers to plant willow wattles along Bangor streambanks. Brenda Z. will be submitting an interim report to Ruta Deniz at the end of the month and Jeff A. will be working to complete the financial paperwork and invoice for grant funds.

### **Status of MSMTF Snow and Ice Control Manual**

The MSMTF subgroup has submitted draft BMPs for the manual. Brenda Z. is compiling these BMPs and will be circulating the draft manual internally to the Task Force members. The next video conference of the task force will be held in January or February, depending on draft manual review timeline.

### **Hydrant Flushing**

- The members of the BASWG invited local water district staff to join them for this portion of the meeting discussion.
- David Ladd of Maine DEP provided an update on requirements and permit language for hydrant flushing. David provided copies of an electronic document summarizing the requirements (see attached).
- After meeting with EPA, there is a new “schedule for compliance” that has been developed.
  - PY2 – Talk with utilities

- PY3 (One year from this month) - Put hydrant dots on the map
- PY4 – Get data on where it's going
- By end of PY5 – No discharges in violation (allowable is only up to 50 ppb with a 1:1 dilution factor; cannot discharge toxic substances in toxic quantities)
- The onus is back onto water districts to make sure that discharges into municipal systems are within the allowable range.
- Every municipality has a stormwater discharge ordinance. This may require a tweak of that ordinance.
- Reminder: This conversation is about chlorine, not chlorides when we are talking about hydrant flushing.
- The discharges must be at the allowable levels when they hit the receiving water (not the catch basin).
- Does not have to be tested all the time (??)
- Requests for tweaks to the language will be allowed by DEP if requests are submitted in writing.
- ACTIONS:
  - The BASWG members generally agreed with this timeline and language.
  - David L. will send confirmation of measurement information to the BASWG and Districts.
  - MS4s are encouraged to incorporate and submit these changes to their SWMP ASAP.
  - The BASWG will have a check-in on the hydrant flushing issue at the March meeting (unless other issues arise in the meantime).

### Update on Stormwater Management Plans

*(Regional SWMP, Statewide Awareness, Regional Behavior Change, and Municipal Outreach Plans)*

- The **Regional BASWG Stormwater Management Plan** was submitted on November 27, 2013. David Ladd has requested a modification of the plan to specify specific responsible parties. Phil R. will revise this language and resubmit the plan to David L. next week.
- The **Statewide Awareness Plan** will be submitted on behalf of all the clusters by Jami Fitch at CCSWCD. An extension was granted to address some additional changes requested by Maine DEP to the draft plan. The plan will fund a media buy through Time Warner Cable and other related activities, including the development of evaluation tools for the plan. ACTION: The BASWG members voted to approve the financial commitment to fund BASWG's portion of the plan (\$9,369.92 total for PY1&2). Tracy D. made the motion to commit these funds. The motion was seconded by Jeff A. After discussion, the motion was passed unanimously.
- The **BASWG Regional Behavior Change Plan** been reviewed by Kathy H. and Marrienne D. at Maine DEP. They provided Brenda Z. with a list of relatively small requests for changes/adjustments to the plan, especially focused around adding timelines and specificity. Brenda Z. has incorporated each of these changes into the plan and resubmitted. Kathy and

Marianne are in the process of reviewing the revised plan. BASWG members should receive feedback by the next BASWG meeting.

- At this session, the BASWG members will work on the development of **Municipal Outreach Plans**. The next segment of the minutes covers decisions made during this planning session. ACTION: In order to accommodate the process of working first at the regional level to determine commonalities and then at the local level to finalize individual municipal plans, the BASWG is jointly submitting a request for an extension of the deadline to February 5<sup>th</sup> (please note that this was later changed to February 28<sup>th</sup> and the extension was approved by Kathy H. and Marianne D. on January 2<sup>nd</sup> 2014.

#### **Group Work Session: Municipal Outreach Plan Development**

- Brenda Z. and LaMarr C. reviewed the permit requirements and the new template provided by DEP for the December 2013 BASWG meeting.
- Each municipality had prepared full or partial plans prior to the meeting.
- The group compiled a list of target audiences for municipal outreach. Information about existing avenues for connecting with each audience was added, along with plans about specific methods to reach the target audience (who is responsible, timeline, etc.)
- Of primary importance was the regional development of an adaptable, printable Stormwater 101 PowerPoint presentation with notes that could be used by stormwater coordinators to share information about stormwater regulations and compliance requirements, the cost of stormwater management, the role and value of the BASWG, etc. (see attached notes)
- The group confirmed that they would like the information from this session developed into a template plan, but that municipalities will each submit their own plan developed using the template (or not).
- ACTION: Brenda Z. will compile the template plan from this session's meeting notes and circulate them to the group prior to the January BASWG meeting.
- IMPORTANT: Each municipality is solely responsible for development and submission of their Municipal Outreach Plan.
- Full session summary notes are attached to these minutes.

#### **Next Meeting:**

The next meeting will be held at the Milford Town Office in Milford, Maine. IMPORTANT: Each MS4 is encouraged to be in attendance. Agenda will include discussion of the upcoming budget and requests to revise the funding formula for BASWG membership annual assessments.

#### **Upcoming Executive Committee Meeting:**

The BASWG Executive Committee will meet in January to finalize the BASWG budget, review the funding formula for the BASWG assessments, and update all necessary organizational documents (bylaws, policies and procedures). ACTION: Brenda Z. will work with the committee to schedule the meeting.